



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Briefing Note

Councillor Training

Introduction

The Parish Council agreed the training courses it wanted all councillors to complete at its meeting on 23 February 2023 (Minute C22/23.140 – see below).

C22/23.140: Training for Councillors: *Members considered the courses recommended that all councillors complete, proposed as the WSALC new councillors training course plus four WSCC Learning and Development Portal on-line courses namely Safeguarding, Health and Safety, Equality and Diversity and Data Protection and it was:*

RESOLVED: *That the Council AGREES that the courses that all councillors complete as a minimum each four year term, are the WSALC new councillors training course, plus four WSCC Learning and Development Portal on-line courses namely Safeguarding, Health and Safety, Equality and Diversity and Data Protection and that a record of councillors training will be kept by the Clerk.*

The Courses

Four of the courses are available free of charge from the West Sussex County Council Learning and Development Portal on-line. These courses are:

Data Protection (30 minutes) This online learning module will summarise the importance of keeping personal data secure, as well as the data protection requirements under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA).

Diversity and Inclusion (10 minutes) This short video explains the key provisions of the Equality Act in relation to Diversity and Inclusion and offers good practice guidance on working effectively with the legislation.

Safeguarding Adults – Basic Awareness - Online (35 minutes) This online learning module will increase your knowledge and understanding of; what is meant by safeguarding adults, the three key test, your responsibilities and when and how to raise a referral.

Safeguarding Children – Basic Awareness (35 minutes) This online learning module will provide you with a basic awareness of safeguarding, to enable you to play your part in safeguarding children in West Sussex.

WSLAC New Councillor Training - This on-line or in-person session provides an introduction to the roles and responsibilities of councillors from a trained and experienced trainer.

It was also agreed that a general health and safety course would be identified, as the Parish Council was not permitted to use the WSCC one.

Attendance Update

To date nine councillors have completed the training courses. The remaining six councillors have been sent a reminder on 12 April 2024, and offer of assistance to complete the courses, in the office if helpful.

RECOMMENDATION: The Committee is asked to NOTE the Councillor training update.